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**From:** Pribeck, Kristen (DPH)  
**Sent:** Wednesday, June 07, 2006 1:07 PM  
**To:** Borne, Alan (DPH); Sloutsky, Alex (DPH); Werner, Barbara (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Caloggero, Dina (DPH); Greer, Garry (DPH); George, Harvey (DPH); Fontana, John (DPH); Peppe, Joseph (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Pribeck, Kristen (DPH); Han, Linda (DPH); Grazioplene, Mariah (DPH); Nagle, Austin (DPH); Elvin, Paul (DPH); Belanger, Peter (DPH); Konomi, Raimond (DPH); Smole, Sandra (DPH); Stowell, Marcia (DPH); Wang, Xingtai (DPH)  
**Subject:** FW: New Records Retention Schedule

Hello All,  
Please read the attached email regarding the New Statewide Records Retention Schedule. Please forward this email to your staff as appropriate.  
Kristen

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**From:** Caloggero, Dina (DPH)  
**Sent:** Wednesday, June 07, 2006 1:02 PM  
**To:** Pribeck, Kristen (DPH)  
**Subject:** New Records Retention Schedule

Hi Kristen,  
Can you please forward this to the Lab Sr. Staff?

Thanks...Dina

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**From:** Miller, Tracy (DPH)  
**Sent:** Wednesday, June 07, 2006 12:58 PM  
**To:** Weisberg, Carol (DPH); Atkinson, Kathy (DPH); Condon, Suzanne (DPH); DeMaria, Alfred (DPH); Dreyer, Paul (DPH); Fogerty, Sally (DPH); Lebel, Robert (DPH); Levin, Donna (DPH); OKeefe, Jerry (DPH); Rego-Weathers, Alda (DPH); Ridley, Nancy (DPH); Rehayem, Abdullah (DPH); Botticelli, Michael (DPH); Carrow, Grant (DPH); Cohen, Bruce (DPH); Cranston, Kevin (DPH); Granoff, Karen (DPH); Hughes, Steven (DPH); Hunter, Paul (DPH); Kerrigan, Paul (DPH); McCauley, Philip (DPH); Neves, Priscilla (DPH); Nyberg, Stanley (DPH); Wiesenber, Peggy (DPH); Ballin, James (DPH); Balulescu, Carol (DPH); Buenaventura, Joel (DPH); Chilian, Steve (DPH); Henahan, Margaret (DPH); Korman, Sondra (DPH); Lak, Richard S (DPH); Lopes, Melissa (DPH); Piper, Madeline (DPH); Saxner, Howard (DPH); Stein, Susan (DPH); Vendetti, Kalina (DPH); Tosado, Blanca (DPH); Banks, Richard (DPH); Dolberg, Nancy (DPH); Langner, Eugene (DPH); Lavery, James (DPH); McLaughlin, Anne (DPH); Moore, Paul (DPH); Palazzolo, Vita (DPH); Stein, Joelle H (DPH); Bendix, Vivian M (DPH); Bird, Marsha R (DPH); Carey, Stephanie (DPH); Coupe, Robert J. (DPH); Goldstein, Mitchell (DPH); Kogut, Beverly A (DPH); Manning, Susan (DPH); Wong, Howard (DPH); Annas, Catherine (DPH); Aske, Jennings (EHS); Babakhanlou-Chase, Hermik (DPH); Bain, Ian (DPH); Ballin, James (DPH); Bilodeau, Peter (DPH); Cabral, Randal (DPH); Caloggero, Dina (DPH); Curley, Mary Beth (DPH); DiNatale, Margaret (DPH); Foster, Kevin (DPH); Haney, Gillian (DPH); Kajubi, Kato (DPH); Keithly, Lois (DPH); Knorr, Robert (DPH); Lohnes, Sherman (DPH); McLaughlin, Maryellen (DPH); Meehan, Thera (DPH); Mehlman, Alison (DPH); Mroszczyk, Alice (DPH); Murphy, James (DPH); Noonan, Kathryn (DPH); Prendergast, Tom (DPH); Rubinstein, Eric (DPH); Silverman, Marc (DPH); Wilber, Nancy (DPH)  
**Subject:** New Records Retention Schedule

Please note that there is a new Statewide Records Retentions Schedule 06-06 approved May 3, 2006. This should replace Statewide Records Retentions Schedule 05-05, and should be followed by everyone. You can find it at this link

<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm> under Records Retention Schedules and Instructions. Among the things that the schedule emphasizes as important are:

- This schedule applies to **all records of state government** including those of executive departments, constitutional offices, authorities, independent agencies, **and state records being managed by contracted service providers**. This schedule applies to all records, wherever they are found, and in whatever formats. The schedule does not apply to municipal government.
- This Statewide Records Retention Schedule replaces all other special, general, or department-wide records disposition schedules except for RCB-1E plans for electronic record keeping systems.
- Board approval is required before any records are destroyed or transferred using this schedule except for records whose designated retention period is "after administrative use ceases", or "after verification". If your agency records are not covered by this schedule or if your retention requirements are different than those listed, please contact the Records Conservation Board or the Records Management Unit.

Please be sure to pass this information along to all staff that should see this. Thanks.

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Tracy A. Miller  
Senior Deputy General Counsel  
Massachusetts Department of Public Health  
250 Washington Street  
Boston, MA 02108-4619  
(617) 624-5220  
fax (617) 624-5234  
[Tracy.Miller@state.ma.us](mailto:Tracy.Miller@state.ma.us)

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